

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
1.	Plan, supervise, direct, and oversee the work activities of assigned staff at multiple facilities responsible for coordination of inmate day labor projects involving construction, alterations and repair of large scale buildings and structures in compliance with plans, specifications, building codes and standards under the direction of the Construction Supervisor III, CF.
2.	Complete employee performance evaluations and probationary reports (indicating accomplishments, performance goals and areas of improvement) and document employee performance for counseling and disciplinary activities as needed.
3.	Reinforce and reward contributions, accomplishments, and positive performance by assigned staff and recognize the efforts and accomplishments and appropriately acknowledge employee achievements as needed.
4.	Direct and assist assigned staff in the reviewing of plans, specifications, and work descriptions against actual field conditions and recommends necessary changes and provides technical assistance to professional architectural and engineering staff in order to clarify construction issues through the Request for Information (RFI) and Change Order (CO) process under the direction of the Construction Supervisor III, CF.
5.	Direct and assist assigned staff in the selection of inmates and works closely with Department of Corrections classification committee to ensure that qualified inmate labor is provided for each construction project.
6.	Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections to themselves or others or to property in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations.
7.	Maintain security of assigned working areas through inspections and searches for contraband (i.e., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations.
8.	Participate in hiring of new civil service staff and supervise assigned staff in implementing the hiring of casual employees for the Inmate Day Labor Program through coordination and in accordance with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects under the direction of the Construction Supervisor III, CF.

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
9.	Direct and provide training and supervision of state staff, casual labor and inmates through orientation programs that familiarize employees with correctional and program policies and procedures that are unique to performing construction in the Department of Corrections and introduce changes in the work unit in a positive manner, including the Injury Illness Prevention Program (IIPP) under the direction of the Construction Supervisor III, CF.
10.	Review and assist in preparation of cost estimates in order to verify accuracy and completeness with regards to budgeting of the project utilizing material and labor takeoffs, in conjunction with the development of resource loaded construction schedules under the direction of the Construction Supervisor III, CF.
11.	Monitor and implement controls to assure accurate project records which includes budget allocations for inmate, casual, state staff timekeeping and payroll, material purchases, contracts, tracking of Change Orders (CO), inspection records, Requests for Information (RFIs) and project "As-Built" documents under the direction of the Construction Supervisor III, CF.
12.	Review and inspect work in progress for compliance with plans, codes and standards and provide status reports to Construction Supervisor III, CF regarding project schedules and deadlines.
13.	Review and approve procurement of necessary materials, tools and equipment as determined from the approved construction documents in accordance with state purchasing guidelines in order to complete an assigned project under the direction of Construction Supervisor III, CF.
14.	Direct and supervise assigned staff in the maintenance and repairing of construction tools, equipment and facilities according to the departmental and program's policies and procedures under the direction of the Construction Supervisor III, CF.
15.	Conduct meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (e.g., classroom, on the job, mentoring) as needed for successful job performance and upward mobility under the direction of the Construction Supervisor III, CF.
16.	Supervise and assist in the development of project construction schedules by considering the entire scope of the project including the material and labor availability, subcontractor constraints, and site conditions referencing the approved construction documents (e.g., plans and specifications, etc.) in order to meet priority objectives (e.g., project urgency and costs) under the direction of the Construction Supervisor III, CF.

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
17.	Supervise and assist assigned staff in the coordination of construction and repair projects with the institution that may impact security, operations and programs including utility interruptions, to comply with Department Operation Manual and California Code of Regulations, Title 15 under the direction of the Construction Supervisor III, CF.
18.	Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
19.	Deliver effective oral presentations to management, institutional administration, and employees in order to communicate project status utilizing various tools, equipment, and aids as appropriate.
20.	Plan, supervise, and direct assigned staff to maintain the Injury Illness Prevention Program (IIPP) to include but not limited to the development of project specific safety plans, document and maintain training and safety records, conduct "tailgate" safety meetings, perform daily job site safety inspections, identify and correct safety issues, conduct hazard assessment and take corrective action, provide specific individual training on the use of tools and equipment, train individuals/groups in the appropriate interpretation and application of departmental policies, procedures, guidelines, laws and rules, regulations as required by Cal-OSHA standards.
21.	Provides leadership and guidance to construction crews through communication and organizational skills to produce desired product within budgets and scheduled timeframes.
22.	Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive complex matters to resolve issues, provide information, options, and/or recommendations, etc. using various references/policies, etc. as needed and/or upon request.
23.	Directs and assists in the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified comply with plans and specifications, provide recommendations/approval to the Architectural and Engineering Section under the direction of the Construction Supervisor III, CF.
24.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, conducive to the employees overall health and well being in accordance with professional ethics.
25.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), American Disabilities Act (ADA), and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment.

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

	Task
26.	Plan, supervise and assist in identifying the need for contracts based on approved construction documents, develop scope of work, timelines, estimates, and type of contracts (i.e. public works contracts or service contracts), issue notices to proceed and notices of completion, approve/disapprove payments/invoices under the direction of the Construction Supervisor III, CF.
27.	Interpret civil service laws, rules, regulations, departmental policies and procedures, etc. in order to gain an understanding and appropriately apply to construction matters as needed and/or upon request.
28.	Perform long-term planning of program activities to ensure the goals and objectives of the Department are achieved.
29.	Travel (including overnight) to various regional and statewide locations to facilitate direct supervision and positive lines of communication, standardize services, implement policies and procedures, to attend training and continuing education, etc. using state or privately-owned vehicle, airlines, etc. as necessary and/or under the direction of the Construction Supervisor III, CF.
30.	Administer and monitor the testing and inspection requirements of assigned projects as defined in the departmental policies and procedures and California Code of Regulations.